



**SARATOGA COUNTY
DEPARTMENT OF HUMAN RESOURCES**

County Municipal Center
40 McMaster Street
Ballston Spa, New York 12020
www.saratogacountyny.gov

SCOT CHAMBERLAIN
DIRECTOR OF HUMAN RESOURCES

TELEPHONE: (518) 885-2225

TRANSFER OPPORTUNITY

ACCOUNT CLERK TYPIST

SARATOGA COUNTY MENTAL HEALTH & ADDICTION SERVICES

SALARY: \$39,676 – 48,472

MINIMUM QUALIFICATIONS: Candidates must be presently employed with Saratoga County, serving continuously, on a permanent full time basis for at least 12 months as an **Account Clerk Typist**.

SUBMIT APPLICATION TO: Personnel Officer – Civil Service Division
40 McMaster Street
Ballston Spa, NY 12020

APPLICATIONS WILL BE ACCEPTED UNTIL (*Close of Business*): **November 12, 2021**
Applications available in the Human Resources Office or on our website. **Resume may not be substituted for Application.** *Applications must be received in our office by end of business on date indicated.* Postmarks will not be accepted for this position.

“Saratoga County is An Equal Opportunity Employer with an Affirmative Action Program”

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